

# BA PC Lab

## Application for Individual / Temporary User Account

\*\* Please complete in BLOCK letters and allow ONE (1) working day to process. \*\*

Name : \_\_\_\_\_  
Student ID : \_\_\_\_\_  
Computing ID : \_\_\_\_\_  
Programme : \_\_\_\_\_  
(As printed on the student ID card. e.g. INT BUSINESS ADMIN, IASP, etc.)

I agree to observe the rules and policies of the BA PC Lab. I will only use the lab for  
aforementioned programme.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

---

### For non-BA major / IASP students only:

Course code : \_\_\_\_\_  
Usage period : From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)  
To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD/MM/YYYY)

#### Account Endorsement (for non-BA major / IASP students)

\*\* This section is to be filled in by **BA staff** (professor/lecturer/general office staff.)

The above named student requires computer usage in the BA PC Lab.

Authorized signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(in BLOCK letters)

---

### *For office use only:*

Account name : \_\_\_\_\_  
Password : \_\_\_\_\_  
Account expiration date : \_\_\_\_\_ (for non-BA major / IASP  
students only)  
Processed by : \_\_\_\_\_ on \_\_\_\_\_